



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

File: AP 4/12/18

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Vanuatu National Coordinator/Environment Specialist (READVERTISEMENT)

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

1. DETAILS			
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & PROPOSED PERSONNEL)			
Dates	Institution/Country	Qualification Attained	
3. WORK EXPERIENCE			
Dates	Employer	Position (briefly list core functions)	
4. PROFESSIONAL AFFILIATIONS/AWARDS			
Dates	Organisation	Member/Award Status	
5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)			

Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
<p>CRITERIA 1: Minimum Bsc level qualifications in environmental science or related field and more than 5 years experience working in areas of environmental management, public policy, development planning and policy instruments (10%);</p>	<ul style="list-style-type: none"> • 	
<p>CRITERIA 2: Well versed in multi-lateral environmental agreements and international commitments (such as SDGs), as well as Vanuatu's development planning and environmental decision making policy framework (10%);</p>	<ul style="list-style-type: none"> • 	
<p>CRITERIA 3: Proven experience in project management (10%);</p>	<ul style="list-style-type: none"> • 	
<p>CRITERIA 4: Proficiency in English (written and oral) and excellent communication skills, ability to analyze and plot basic environmental data and ideally some experience creating maps with GIS software (10%);</p>	<ul style="list-style-type: none"> • 	
<p>CRITERIA 5: Demonstrated high-level of skills in reviewing and report writing and ability to deliver within the timeframe (15%);</p>	<ul style="list-style-type: none"> • 	

<p>CRITERIA 6: Demonstrated experience working in Vanuatu, the Pacific region or other developing countries, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of DEPC officers (15%);</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 7: Detailed technical proposal/workplan and methodology (15%); and</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 8: Detailed financial proposal (15%).</p>	<ul style="list-style-type: none"> • Attach detailed financial proposal

7. GENERAL INFORMATION

<p>Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.</p>	
<p>Declaration Tenderer has no association with exclusion criteria, including bankruptcy, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations.</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	

8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT

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9. HOW DID YOU LEARN ABOUT THIS TENDER?

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10.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.	
Signature		Date

The following documents must be attached to this Tender application form:

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Detailed Technical Proposal
- Business licence and relevant work permit.
- Detailed Financial Proposal
- Any other relevant information to support this tender application.